

## Executive Committee Meeting

February 25, 2021, 10:30am

Lancaster County Health Department, Lower Level  
Room 212/213/214, 3131 O Street, Lincoln, NE, 68510 or via Zoom:  
<https://lincolnne.zoom.us/j/6899253335>

Empowering Nebraskans to achieve economic independence  
and thrive in work and life  
in partnership with local employers.

---

**ACCOMMODATION NOTICE**

The Workforce Innovation and Opportunity Act is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participation in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation or access to language services in order to attend or participate, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights at 402-441-7624 as soon as possible before the scheduled meeting in order to make your request.

---

Leirion Gaylor Baird, Mayor

---

## EXECUTIVE COMMITTEE MEMBERS

**Tim Bornemeier**  
Fiserv  
Chairperson

**Ashley Krajewski**  
Fiserv

**Randy Sterns**  
IBM

**Carol Swigart**  
Hillaero Modification Center  
Vice Chairperson

**Rod Armstrong**  
AIM

**Julie Panko Haberman**  
Lincoln Electric System  
Secretary

**Jane Goertzen**  
Crete Carrier Corporation

## STAFF

**Dylan Wren**  
Workforce Administrator

**Jen Eloge**  
Fiscal Agent

**Kate Bolz**  
Mayor's Office

**Andy Huls**  
One Stop Operator

**Margaret Blatchford**  
Attorney's Office

**Cherisa Price-Wells**  
Regional Director

**Amber Knapp**  
Project Director

**Shirley Carlson**  
Compliance Coordinator

**Wendy Sieler**  
Workforce Program Coordinator

**There are 7 members. Quorum for this meeting is 4.**

# Executive Committee Agenda

February 25, 2021, 10:30 AM

Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510 or via Zoom: <https://lincolnne.zoom.us/j/6899253335>

Tim Bornemeier, Chair  
Leirion Gaylor Baird, Mayor

---

- |  |                      |
|--|----------------------|
| 1. Call to Order   | Tim Bornemeier       |
| 2. Roll Call   | Julie Panko Haberman |
| 3. <a href="#">Notice of Publication/ Open Meetings Act</a>        |                      |
| 4. <a href="#">Approval of Minutes*</a>                            | Tim Bornemeier       |
| 5. <a href="#">Local and Regional Plan*</a>                        | Dylan Wren           |
| 6. <a href="#">Incumbent Worker and Customized Training Funds*</a> |                      |
| 7. <a href="#">Transfer of Funds*</a>                              |                      |
| 8. <a href="#">Website Redesign*</a>                               |                      |
| 9. <a href="#">PY20 Q2 Performance Outcomes</a>                    |                      |
| 10. <a href="#">Upcoming Meetings</a>                              | Tim Bornemeier       |
| 11. Chairperson's Remarks  |                      |
| 12. Public Comment/ Adjournment                                    |                      |

---

\* voting by roll call required

# Notice of Publication/ Open Meetings Act

Published February 11, 2021 in the Lincoln Journal Star

The Greater Lincoln Workforce Development Board's Executive Committee will meet on Thursday, February 25, 2021 at 10:30 a.m. at the Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510. The public may also attend the meeting via Zoom: <https://lincolinne.zoom.us/j/6899253335>. The agenda will be kept continually current and is available for public inspection at the principal office at 555 South 10th Street, Suite 361, Lincoln, Nebraska. Agenda items will include review and motion of local and regional plan and customized training funds.

The Workforce Innovation and Opportunity Act (WIOA) is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation or access to language services in order to attend or participate, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights at 402-441-7624 as soon as possible before the scheduled meeting in order to make your request.

## Approval of Minutes

### **GREATER LINCOLN WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING**

**June 18, 2020 at 8:30 a.m.**

**City-County Building, Room 303, 555 S. 10<sup>th</sup> Street, Lincoln, NE**

#### **Minutes**

Executive Committee members present: Tim Bornemeier, Jane Goertzen, Julie Panko Haberman, Ashley Krajewski, and Randy Sterns

Members absent: Rod Armstrong and Carol Swigart

Board Consultants:

Shirley Carlson

City of Lincoln Staff:

Dylan Wren, Mayor's Office

Margaret Blatchford, Law

Tom Lannin, Finance

ResCare Workforce Services Staff:

Terry Eklund

Cherisa Price

The meeting was called to order at 8:32 a.m. by Tim Bornemeier, Chairperson who announced that the meeting was being conducted in accordance with the Nebraska Open Meetings Act. A copy of the Act was available in the meeting room. Notice of this meeting was published in the Lincoln Journal Star on June 13, 2020 and was posted on the City of Lincoln's website and on the Board's webpage.

Attendance was taken by roll call; five of the seven members of the Executive Committee were present (Bornemeier, Goertzen, Panko Haberman, Krajewski, Sterns) which constituted a quorum. Rod Armstrong and Carole Swigart were absent.

#### **Approval of Minutes**

Minutes from the March 10, 2020 Executive Committee meeting of the Greater Lincoln Workforce Development Board were reviewed. These minutes had been sent by email to the Executive Committee members previously and were posted on the Board's webpage. Members indicated unanimous approval by voice vote and the motion passed approving the minutes.

#### **Motion to Approve Program Funds for 2020**

Dylan Wren reported that funding has primarily gone up for PY 2020 except for the dislocated worker programs. The Adult budget has carry-in funds from PY 2019 and they plan to have a 20% reserve. Dislocated workers funds are planned to be allocated similarly to the Adult funds. Youth budget is also set up similarly. Unobligated funds is an issue that will need to be addressed as a Board at a future meeting. The last three years have had significant carry-in amounts. The program has a trend of not using their full budget and he has a concern that they are not serving the public to the full extent possible.

Members asked questions relating to other municipalities' use of funds in comparison and concerns about future funding; staff provided additional information and offered to find additional information.

Ashley Krajewski moved approval plan modification for year 2020; Jane Goertzen seconded the motion. The motion passed by roll call vote 5-0.

#### **Policy Revision: Work-based Learning**

Dylan Wren reported that there is only one minor change to the policy relating to the hiring freezes and labor disputes. Language was changed to remove the "hiring freeze" as it is not in the law or State policy. Due to current pandemic conditions, some businesses hiring practices have changed and this language change could allow for certain temporary hiring.

Members asked questions relating to language in the policy relating to wage increases; staff provided additional information and offered to find additional information.

Julie Panko Haberman moved approval of the revision; Randy Sterns seconded the motion. The motion passed by roll call vote 5-0.

#### **Monitoring Schedule for PY 20**

Shirley Carlson reported that the schedule needed updated to proceed the State's schedule. The new monitoring schedule would ensure that the Board is a quarter ahead of the State's schedule.

Ashley Krajewski moved approval of the monitoring schedule; Jane Goertzen seconded the motion. The motion passed by roll call vote 5-0.

#### **Certification of the American Job Center**

Julie Panko Haberman reported that the certification review team completed the review on May 28, 2020. There were deficiencies in effectiveness criteria, specifically responsiveness to needs of employers, performance reports from partners to the Board, branding, signage and logos, annual assessment of physical accessibility, annual assessment of programmatic accessibility, customer feedback, and internal and external evaluation of operations. Due to the listed deficiencies, the

committee suggests a conditional certification with a second on-site evaluation within the first 60 days.

Members asked questions relating to the deficiencies and their effect on the move; staff provided additional information.

Randy Stern moved approval of the conditional certification; Jane Goertzen seconded the motion. The motion passed by roll call vote 5-0.

### **Chairperson Remarks**

Tim Bornemeier commented that there will be a further certification for the American Job Center, and that vote will need to be in person. Margaret Blatchford advised that there was a vote at the last Executive Board meeting that Tim Bornemeier has the authority to negotiate and approve contracts or program changes, except for non-fiscal items, with Board's authority provided. Dylan Wren commented that there will be a meeting required at the end of the month for upcoming approvals. Dylan Wren had questions relating to moving the meetings to different locations for the upcoming schedule.

There being no further business and no comments from the public, Tim Bornemeier adjourned the meeting at 9:05 a.m.

## **Local & Regional Plan\***

Dylan Wren, Workforce Administrator

**Background:** The workforce board in partnership with the Mayor is required to submit a four-year plan for the local area and planning region.

A copy of both plans was sent to the workforce board on February 19, 2021. The plans are posted online at [www.lincoln.ne.gov/workforceplan](http://www.lincoln.ne.gov/workforceplan). Paper copies are available for those attending in person.

A public hearing will be hosted on March 1, 2021 to solicit comments from the public. The public may also comment on the plan during this meeting. Comments will be incorporated into the plan. The public comment period will end March 30, 2021. The plans will be submitted to the Nebraska Department of Labor on April 1, 2021.

**It is proposed that the workforce board approve the regional and local plans for July 1, 2021 to June 30, 2025 and designate Dylan Wren, Workforce Administrator to submit the plans on behalf of the workforce board and mayor.**

## **Incumbent Worker & Customized Training Funds\***

**Background:** Customized Training is designed to meet the specific requirements of an employer or group of employers with the commitment that the employer(s) hire an individual or group of individuals upon successful completion of the training. Customized training may be provided for an employer or group of employers when the:

- employee or group of employees are not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment;
- training relates to:
  - introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy; or

- other appropriate purposes identified by the Board.

The Board maintains flexibility to ensure that customized training meets the unique needs of the job seeker(s) and employer(s). The employer must pay for a significant portion of the cost of training. These will be defined as outlined under the IWT section of this policy.

**Incumbent Worker Training** (IWT) is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. IWT is not permitted to be used to provide the occupational training needed by a new hire. IWT can be used to either:

- Help avert potential layoffs of employees, or
- Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less skilled employees.

IWT services must be conducted with a commitment by the employer to retain or avert the layoffs of the workers trained.

The Board can use up to 20% of its Adult and Dislocated Worker program funds to provide for the federal share of the cost of providing IWT. The 20% can be used for IWT activities that are programmatic in nature, as administrative activities must be paid out of the Board's administrative funds.

**It is proposed that the workforce board:**

- **Provide customized training funds for Tabitha Health Care Services and other healthcare providers by covering 50% - 90% of the cost of training. The employer will be responsible for contributing 10%-50% of the training cost. The contribution is not to exceed \$\_\_\_\_\_.**
- **Provide incumbent worker training funds for Tabitha Health Care Services and other healthcare providers by covering 50% - 90% of the cost of training. The employer will be responsible for contributing 10%-50% of the training cost. The contribution is not to exceed \$\_\_\_\_\_.**

## Transfer of Funds\*

**Background:** In accordance with Section 133(b)(4) of the Workforce Innovation and Opportunity Act, the workforce board may transfer, if such transfer is approved by the Governor, up to and including 100 percent of the funds allocated to the local area under the Adult or Dislocated Worker programs, between such programs.

**It is proposed that the workforce board transfer \$100,000 of Dislocated Worker funds to the Adult program funds.**

## Website Redesign\*

**Background:** The workforce board during their July 30, 2020 authorized the release of a Request for Proposal (RFP) for the redevelopment of our website.



The Website Redesign Committee has completed their review of the proposals and has found Andi Sites to be the lowest, responsible, responsive bidder.

Work on the creation of the site will start immediately and is scheduled to be completed before August 1, 2021.

**The Website Redesign Committee proposes that website redesigned contract be awarded to Andi Sites.**

## PY20 Q2 Performance Outcomes

Report Period Quarter End: 12/31/2020		Current Quarter		4 Quarters	
Adult Program	PY 2020 Goal	Actual Performance	% of Goal	Actual Performance	% of Goal
1. Employment Rate (Q2)	79.0%	75.0%	94.9%	72.1%	91.3%
2. Employment Rate (Q4)	79.0%	28.6%	36.2%	65.7%	83.2%
3. Median Earnings	\$7,749	\$ 7,692.00	99.3%	\$ 7,628.00	98.4%
4. Credential Rate	77.0%	100.0%	129.9%	91.7%	119.1%
5. Measurable Skill Gains	42.0%	38.3%	91.2%	50.0%	119.0%
Aggregate Score		90.1%		98.0%	
Dislocated Worker Program	PY 2020 Goal	Actual Performance	% of Goal	Actual Performance	% of Goal
1. Employment Rate (Q2)	89.0%	90.9%	n/a	81.0%	91.0%
2. Employment Rate (Q4)	92.0%	80.0%	87.0%	85.7%	93.2%
3. Median Earnings	\$8,590	\$ 8,416.00	n/a	\$ 8,343.00	97.1%
4. Credential Rate	66.0%	75.0%	113.6%	72.7%	110.2%
5. Measurable Skill Gains	55.0%	22.2%	40.4%	38.5%	70.0%
Aggregate Score		100.3%		97.9%	
Youth Program	PY 2020 Goal	Actual Performance	% of Goal	Actual Performance	% of Goal
1. Employment, Education or Training Placement Rate (Q2)	79.0%	63.6%	80.5%	68.8%	87.1%
2. Employment, Education or Training Placement Rate (Q4)	78.0%	50.0%	64.1%	73.9%	94.7%
3. Median Earnings	\$3,550	\$ 5,200.00	146.5%	\$ 3,649.00	102.8%
4. Credential Rate	55.0%	100.0%	181.8%	54.5%	99.1%
5. Measurable Skill Gains	50.0%	17.6%	35.2%	41.2%	82.4%
Aggregate Score		118.2%		95.9%	

## Upcoming Meetings & Events

Tim Bornemeier, Board Chair

Date	Meeting	Location
March 1, 2021 at 3:00	Public Comment on Local Plan	<b>Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510; or <u>Zoom</u></b>
March 11, 2021 at 3:30	<i>Workshop:</i> Overview of American Job Center	<u>Zoom</u>
March 18, 2021 at 2:00	Memorandums of Understanding and Annual Funding Agreements Discussion with Partners	<b>Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510; or <u>Zoom</u></b>
April 1, 2020	Submit Local and Regional Plan	

April 15, 2021 at 9:00	Compliance & Accountability Committee	<a href="#">Zoom</a>
April 15, 2021 at 10:30	Strategic Initiatives Committee	<a href="#">Zoom</a>
<b>April 29, 2021 at 10:30</b>	<b>Board</b>	<b>Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510; or <a href="#">Zoom</a></b>
June 10, 2021 at 3:30	<i>Workshop:</i> Economic Development with Kate Bolz	<a href="#">Zoom</a>
July 1, 2021	PY21 Service Provider Contracts Start	
July 15, 2021 at 9:00	Compliance & Accountability Committee	<a href="#">Zoom</a>
July 15, 2021 at 10:30	Strategic Initiatives Committee	<a href="#">Zoom</a>
<b>July 29, 2021 at 8:30</b>	<b>Board</b>	<b>Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510</b>
August 1, 2021	Move into new American Job Center	
September 16, 2021	<i>Workshop:</i> Board Roles and Responsibilities	<a href="#">Zoom</a>
October 14, 2021 at 9:00	Compliance & Accountability Committee	<a href="#">Zoom</a>
October 14, 2021 at 10:30	Strategic Initiatives Committee	<a href="#">Zoom</a>
<b>October 28, 2021 at 10:30</b>	<b>Board</b>	<b>Lancaster County Health Department, Lower Level Room 212/213/214, 3131 O Street, Lincoln, NE, 68510</b>

